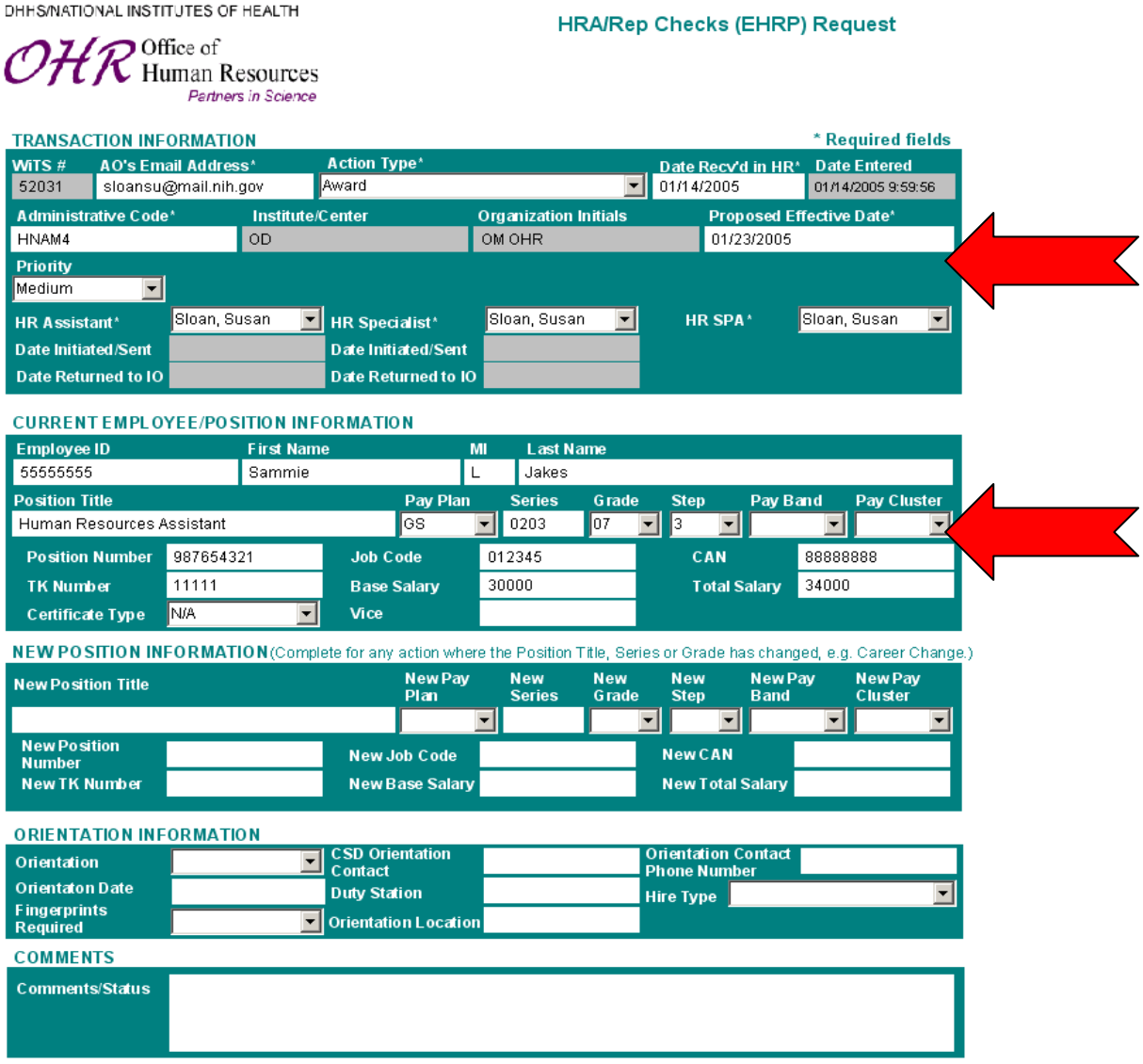
JOB AID

AWARD ACTION SAMPLE

HR ASSISTANT

1. HR Assistant initiates AWARD action input sheet.



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HRA/Rep Checks (EHRP) Request

TRANSACTION INFORMATION * Required fields

WITS #	AO's Email Address*	Action Type*	Date Recv'd in HR*	Date Entered
52031	sloansu@mail.nih.gov	Award	01/14/2005	01/14/2005 9:59:56

Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*
HNAM4	OD	OM OHR	01/23/2005

Priority: Medium

HR Assistant*	Sloan, Susan	HR Specialist*	Sloan, Susan	HR SPA*	Sloan, Susan
Date Initiated/Sent		Date Initiated/Sent			
Date Returned to IO		Date Returned to IO			

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name
55555555	Sammie	L	Jakes

Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster
Human Resources Assistant	GS	0203	07	3		

Position Number	987654321	Job Code	012345	CAN	88888888
TK Number	11111	Base Salary	30000	Total Salary	34000
Certificate Type	N/A	Vice			

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)

New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster

New Position Number		New Job Code		New CAN	
New TK Number		New Base Salary		New Total Salary	

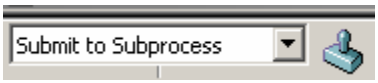
ORIENTATION INFORMATION

Orientation		CSD Orientation Contact		Orientation Contact Phone Number	
Orientaton Date		Duty Station		Hire Type	
Fingerprints Required		Orientation Location			

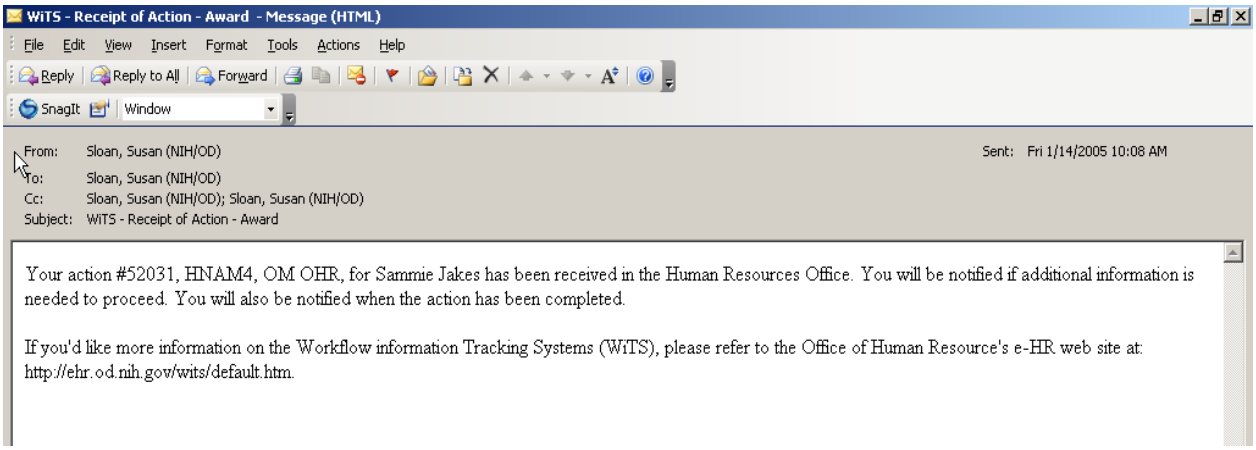
COMMENTS

Comments/Status	

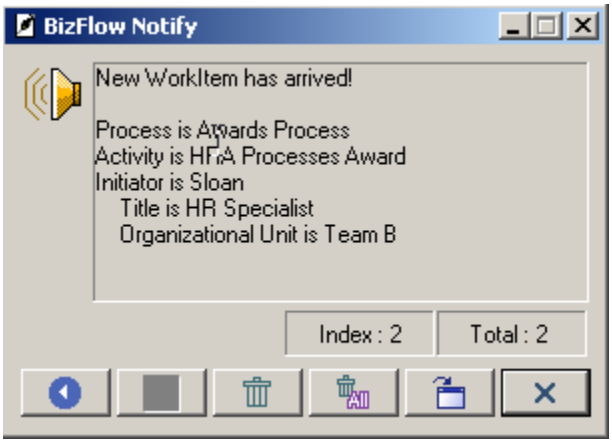
2. HR Assistant selects “Submit to Subprocess” and clicks on to end the “Initiate Action” process and retrieve the “Awards” input sheet.



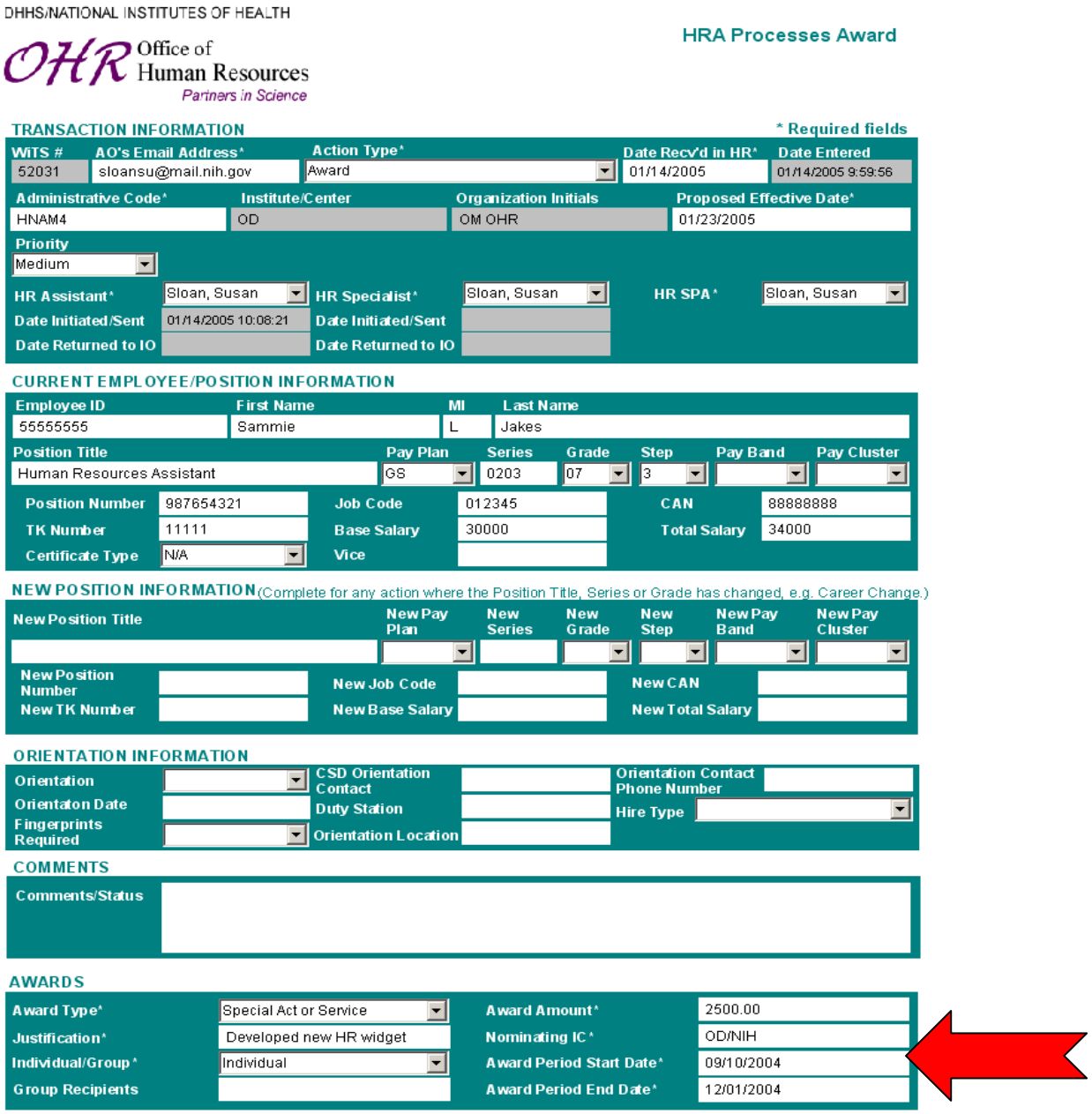
An automatic email notice that the Award action has been received in HR is sent to the addressee(s) shown in the AO’s Email Address field of the input sheet, for example:



3. HR Assistant receives e-mail or WiTS pop-up window notification that a new workitem has been received.



4. HR Assistant opens Award action to retrieve and complete the "Awards" section that has been added at the bottom of the Initiating Action input sheet.



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HRA Processes Award

TRANSACTION INFORMATION * Required fields

WITS #	AO's Email Address*	Action Type*	Date Recv'd in HR*	Date Entered
52031	sloansu@mail.nih.gov	Award	01/14/2005	01/14/2005 9:59:56

Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*
HNAM4	OD	OM OHR	01/23/2005

Priority: Medium

HR Assistant*	Sloan, Susan	HR Specialist*	Sloan, Susan	HR SPA*	Sloan, Susan
Date Initiated/Sent	01/14/2005 10:08:21	Date Initiated/Sent			
Date Returned to IO		Date Returned to IO			

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name
55555555	Sammie	L	Jakes

Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster
Human Resources Assistant	GS	0203	07	3		

Position Number	987654321	Job Code	012345	CAN	88888888
TK Number	11111	Base Salary	30000	Total Salary	34000
Certificate Type	N/A	Vice			

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)

New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster

New Position Number		New Job Code		New CAN	
New TK Number		New Base Salary		New Total Salary	

ORIENTATION INFORMATION

Orientation		CSD Orientation Contact		Orientation Contact Phone Number	
Orientaton Date		Duty Station		Hire Type	
Fingerprints Required		Orientation Location			

COMMENTS

Comments/Status	

AWARDS

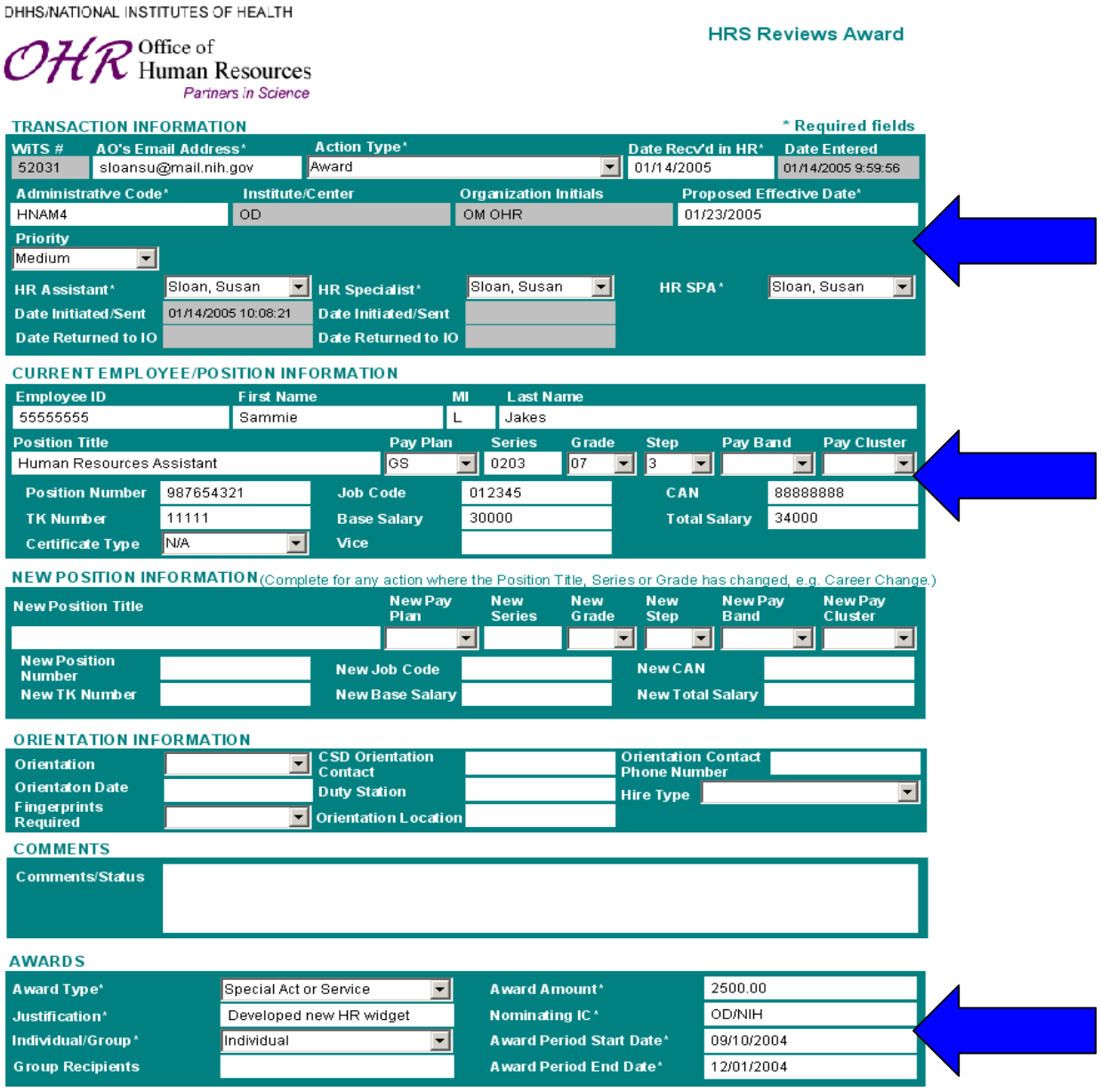
Award Type*	Special Act or Service	Award Amount*	2500.00
Justification*	Developed new HR widget	Nominating IC*	OD/NIH
Individual/Group*	Individual	Award Period Start Date*	09/10/2004
Group Recipients		Award Period End Date*	12/01/2004

5. HR Assistant selects "Submit to Specialist" and clicks on to forward Award action to HR Specialist for review.

HR SPECIALIST

6. HR Specialist receives e-mail or WiTS pop-up notification of new workitem.

7. HR Specialist opens and reviews the WiTS Award action in conjunction with the approved award nomination form/documentation.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HRS Reviews Award

TRANSACTION INFORMATION * Required fields

WiTS #	AO's Email Address*	Action Type*	Date Recv'd in HR*	Date Entered
52031	sloansu@mail.nih.gov	Award	01/14/2005	01/14/2005 9:59:56

Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*
HNAM4	OD	OM OHR	01/23/2005

Priority: Medium

HR Assistant*	Sloan, Susan	HR Specialist*	Sloan, Susan	HR SPA*	Sloan, Susan
Date Initiated/Sent	01/14/2005 10:08:21	Date Initiated/Sent			
Date Returned to IO		Date Returned to IO			

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name
55555555	Sammie	L	Jakes

Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster
Human Resources Assistant	GS	0203	07	3		

Position Number	987654321	Job Code	012345	CAN	88888888
TK Number	11111	Base Salary	30000	Total Salary	34000
Certificate Type	N/A	Vice			

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)

New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster

New Position Number		New Job Code		New CAN	
New TK Number		New Base Salary		New Total Salary	

ORIENTATION INFORMATION

Orientation		CSD Orientation Contact		Orientation Contact Phone Number	
Orientaton Date		Duty Station		Hire Type	
Fingerprints Required		Orientation Location			

COMMENTS

Comments/Status	

AWARDS

Award Type*	Special Act or Service	Award Amount*	2500.00
Justification*	Developed new HR widget	Nominating IC*	OD/NIH
Individual/Group*	Individual	Award Period Start Date*	09/10/2004
Group Recipients		Award Period End Date*	12/01/2004

8. HR Specialist selects "Send to SPA" and clicks on to forward Award action to the SPA.

SPA

9. SPA receives e-mail or WiTS pop-up notification of new workitem.

10. SPA reviews pages 1 and 2 and enters the ***Effective Date*** on page 3 of the Award input sheet.

    On Page 1 -- SPA reviews **Transaction Information** and **Current Employee/ Position Information** sections of the Awards input sheet.

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SPA Processes/Sets Effective Date

TRANSACTION INFORMATION * Required fields

WiTS #	AO's Email Address*	Action Type*	Date Recv'd in HR*	Date Entered
52031	sloansu@mail.nih.gov	Award	01/14/2005	01/14/2005 9:59:56

Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*
HNAM4	OD	OM OHR	01/23/2005

Priority: Medium

HR Assistant*	Sloan, Susan	HR Specialist*	Sloan, Susan	HR SPA*	Sloan, Susan
Date Initiated/Sent	01/14/2005 10:08:21	Date Initiated/Sent			
Date Returned to IO		Date Returned to IO			

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name
55555555	Sammie	L	Jakes

Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster
Human Resources Assistant	GS	0203	07	3		

Position Number	987654321	Job Code	012345	CAN	88888888
TK Number	11111	Base Salary	30000	Total Salary	34000
Certificate Type	N/A	Vice			

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)

New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster

New Position Number		New Job Code		New CAN	
New TK Number		New Base Salary		New Total Salary	

ORIENTATION INFORMATION

Orientation		CSD Orientation Contact		Orientation Contact Phone Number	
Orientaton Date		Duty Station		Hire Type	
Fingerprints Required		Orientation Location			

COMMENTS

Comments/Status	

CLASSIFICATION

Standard QC PD		Position Audited	
Pos.Audit Start Date		Pos. Audit Type	
Pos. Audit End Date		Date Class Started	
Date of Class. Allocation		Date Class Completed	
Date Position Number Reqst'd		Date Job Code Requested	
Date Position Number Rec'd		Date Job Code Received	

On Page 2 -- SPA reviews **Awards** section of the Awards input sheet.

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RECRUIT AND SELECTION

Advertise Job *		Readvertise Job	
Ann Number		DEU Cert Number	
Date Ann Opened		Date DEU Cert Reqst'd	
Date Ann Closed		DEU Request Number	
Multidisciplinary Pos.		Date DEU Cert Issued	
# of Positions Advertised		Date DEU to Select. Official	
Date to Select. Official		DEU Selection Date	
Selection Date		Date DEU Cert Ret'd	
Date Selection Rec'd in HR		DEU Cancellation Date	
Type of Selection		Cancellation Date	
Selection Type		Date QH Cert Issued	
Job Offer Date		EOD Date	
Job Offer Response Date		NIH 2028 Req. for Travel	
SF-75 Info Required		Date of HR Auth. of 2028	
Date SF-75 Info Reqst'd		Date Pre-Recruit Form Rcv'd	
Date SF-75 Info Rec'd		Special Salary Rate	
NTE Date		Priority Placement	
Date Pre-Recruit Form Sent			

AWARDS

Award Type	Special Act or Service	Award Amount	2500.00
Justification	Developed new HR widget	Nominating IC	OD/NIH
Individual/Group	Individual	Award Period Start Date	09/10/2004
Group Recipients		Award Period End Date	12/01/2004

CAREER CHANGE

Career Change Type		Reason for Change		NTE Date	
Other Reason				Career Change EOD Date	

RESIGNATION

Date of Resignation		Type of Separation	Resignation	Date to ER Office	
Reason for Resignation					
Federal Benefits		Benefits Type		Date Exit Survey Info Sent	

RETURN TO DUTY

Return To Duty Date	

On Page 3 -- SPA enters ***Effective Date*** in **SPA Action Processing** section of the Awards input sheet.

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PAY (including ATM, 3Rs, PSP and PCA

Amount of Increase (dollar)		Amount of Increase (percent)		Date to SPT	
Total Compensation		New Total Compensation		Date Returned From SPT	
Above the Minimum (ATM)		ATM Step		Date ATM Initiated	
ATM Approved		Date ATM Approved			
3Rs		Retention Bonus Amt		Retention Bonus NTE Date	
New Retention Bonus		Retention Bonus Approved		Retention Bonus Approval Date	
Recruitment Bonus Amt		Recruitment Bonus Approved		Recruitment Bonus Approval Date	
Relocation Allowance Amt		Relocation Bonus Approved		Relocation Bonus Approval Date	
Date to HR Director		Date Returned From HR Director		Date to NCC	
Date Returned From NCC					
Physician Special Pay		Scarce Specialty Amt		Geo Location Pay	
PSP Start Date		PSP Stop Date		Length of Service	
Executive Position		Exceptional Quals		FT Status	
Board Cert 1		Board Cert 2		PSP Approved	
PSP Approval Date					
PCA		PCA Start Date		PCA Stop Date	
New Physician Comp Allowance		PCA Contract Length		PCA Annual Amt	
PCA Approved		PCA Approval Date		Mission Specific Allowance	

CHANGE IN SCHEDULE/HOURS

Tour of Duty Old		Tour of Duty New		Benefits Affected	
Hours per Pay Period Old		Hours per Pay Period New			
Date New Position Number Requested		Date New Position Number Received		New Position Number	

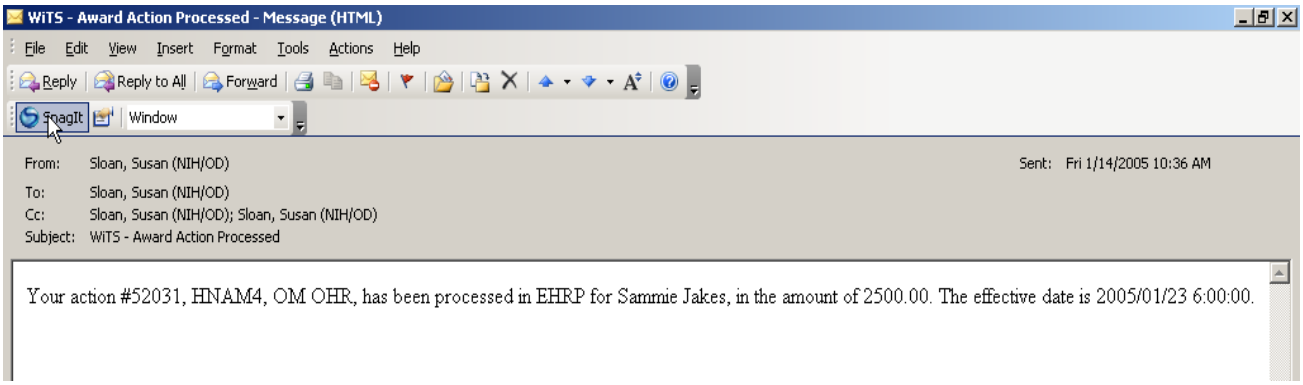
LWOP

ER Related		Federal Benefits		Benefits Type	
LWOP NTE Date					

SPA PROCESSING

Effective Date*	01/23/2005		
SPA PSP Start Date		SPA PSP Stop Date	
SPA PCA Start Date		SPA PCA Stop Date	
SPA Comments			

11. SPA selects "Action Completed" and clicks on to complete the WiTS Award action and moves it from the ***Active*** to the ***Archived*** bizcove.

12. Completed action sends an automatic email to the addressee(s) shown in the AO's Email Address field of the input sheet.

Sample email message….